

LOCAL EMERGENCY PLANNING COMMITTEE

Knox County EMA
301 Park St. Rockland, ME 04841
Web Site: www.knoxcountymaine.gov/ema

June 1, 2021 LEPC Meeting

held via Zoom

Meeting Attendees:

| | | | |
|------------------|--------------------------|---------------|-------------------------|
| Ray Sisk | Knox County EMA Director | Matt Allen | IFF |
| Candice Richards | LEPC Secretary | Tim Polky | St. George Town Manager |
| Eric Greiner | Dragon Cement | Drexell White | ME CDC |

The meeting was called to order at 10:38 a.m. by LEPC Chair Tim Polky.

Approval of minutes: 5/4/21

- Ray Sisk made a motion to approve the minutes. Matt Allen seconded the motion. A vote was taken with all in favor.

Secretary's Report:

1. 2020 Tier 2 Reports:

The 2020 Tier 2's have slowed down significantly post deadline of 3/1/21. Candice will be working with Matt Fournier at MEMA to contact the remaining facilities.

2. AR-1 Reports Received:

- 5/13/21 Sinking of a lobster boat – was reported as a “potential release”. The boat ran aground off Morse Island and sank. We have not learned if anything actually leaked into the harbor but the Coast Guard report indicates there was a potential leak of 200 gallons of diesel.

Treasurer's Report:

| Beginning Balance | Personnel Services Expenses | Gen Operating Expenses | Expense | Revenue | Interest | Ending Balance April 30 |
|-------------------|-----------------------------|------------------------|---------|---------|----------|-------------------------|
| \$2,398.53 | \$492.56 | \$138.97 | | \$0.00 | \$3.81 | \$1,770.81 |

Ray Sisk explained that the County Administrative office had made a decision made about Candice's pay for LEPC time – she does 5 hours LEPC and 35 hours for the County per week. She used to be paid two different rates to stay within the LEPC budget, but the county administration wanted to keep the LEPC pay at the same rate as her county pay, which may run over LEPC budget.

- Drexell White made a motion to accept the Treasurer's Report. Matt Allen seconded the motion. A vote was taken with all in favor.

Training updates: *Knox County LEPC has a \$7235.61 funding commitment for responder/facility HAZMAT/Chemical Safety related training for July 1, 2021 – June 30, 2022.*

Ray Sisk commented that we can probably start working on getting hazmat training scheduled for late summer, early fall so we can start advertising the courses to first responders. Tim Polky will start working on that.

EPA LEPC/EPCRA training – Ray Sisk and Candice Richards both have accounts. There was some concern that anyone without a government (----.gov) email address might not get approved for an account. Tim Polky was able to sign up for an account. He does have a government-issued email address but it doesn't end in .gov. Eric Greiner signed up with his work email but beyond getting an email confirming his application was submitted, he hasn't heard anything since – neither an acceptance nor a rejection email. Candice was asked to check with the EPA

training contact about Eric's application. Drexell White and Matt Allen said they would both try signing up for an account.

New Business:

1. Discuss and Approve Strategic Work Plan 2021-2022

Ray Sisk did an overview of the Knox County Local Emergency Planning Committee's work plan and committee budget for SFY 2022 (1 July, 2021 through 30 June, 2022), particularly the intended activities and goals:

- With return to monthly meetings, resume face-to-face meetings as soon as pandemic conditions allow; provide a video option to members as a convenience.
- Re-familiarize current and better orient new LEPC membership to the primary goals and requirements of the LEPC; include more formalized training on EPCRA, SARA Title III. Encourage members to join NASTTPO. METRIC: *Members will be challenged to develop and deliver their own "elevator pitch" regarding roles and relevance of the LEPC.*
- Update the 2018 version of the Knox County "Hazardous Materials Emergency Response Guidelines" to reflect changes to existing facilities, ownership, principal emergency contacts and lessons learned. METRIC: *Updated plan to be delivered to SERC for consideration/approval by February of 2022.*
- Validate facility emergency plans, procedures and protocols. If conditions allow, do this based on effective hazard analysis and exercise program; include real-life lessons learned. METRIC: *(1) Review at least two facility plans with membership at regularly scheduled meetings during SFY 22. (2) Plan and execute at least one TTX and one FE this reporting period. (3) Participate in one FSE during this period.*
- Conduct facility visits and emergency planning and exercise assistance on an as-needed basis. METRIC: *Conduct on-site visits within 30 days of request by facility.*
- Continue public outreach and education program; expand as possible. METRIC: *(1) Publish at least one "Community Right to Know" related article each quarter in a paper or online media outlet of general circulation in Knox County. (2) Continue to provide quality public education content via LEPC website.*
- Seek alternatives to process and communicate completion of Tier II filings made thru a number of state and county offices.- *Ongoing*
- Continue to liaise with facilities to promote, incentivize, encourage and where necessary, assist their electronic EPCRA submissions in a timely fashion. NOTE: This remains a time-consuming activity for LEPC personnel particularly in the Feb-May timeframe. METRIC: *Reduce late reporters to 5 or less for the 2021 reporting year-report due date March 1, 2022.*
- Train additional staff to support LEPC reporting, contingency and emergency planning. Participate in Tier II and CAMEO/MARPLOT workshops as available.
- Update CAMEO as submissions are received.- *Ongoing*
- Continue to advocate for adequate program funding thru the Maine SERC; Request LEPC Stipend increases commensurate with overall facility filing increase. – *Ongoing*
- Continue work of *Annual and Legal Requirements*. – *Ongoing*
- Add additional Railway safety and response training as appropriate in anticipation of AMTRAK service commencing in next 2-5 years. METRIC: *If pandemic condition allow, conduct at least one rail safety AWARENESS event in SFY-22.*

- Partnering with the Knox County Fire Training Academy, continue primacy of locally delivered HAZMAT Training capability for Operations and Awareness level programs. **METRIC:** *If pandemic condition allow, provide at least one Initial OPS class, two refresher OPS classes and four Awareness level programs in SFY-22.*

**Knox County LEPC Budget for SFY-2022
(1 July, 2021 – 30 June, 2022)**

DEPARTMENT: **Knox County Local Emergency Planning Committee**

DEPARTMENT NUMBER: 23 - LEPC

| Line Number | | DESCRIPTION | Budget SFY-22 To be Approved by Knox LEPC | (prior SFY-21 Approved by LEPC) |
|--|------|---|--|---------------------------------------|
| Personnel Services (300004-58305) | | | | |
| HM | 3205 | LEPC Clerk – 4.5 hrs per week @ \$22.41 /hr* *CFY21 \$22.41/hr, CFY22 \$23.31/hr (est) | \$5349 | \$5031 |
| | | Sub-Total Salaries and Wages (@ F/A rate) | \$5349 | \$5031 |
| | | FICA (7.65%) | \$410 | \$385 |
| | | Workers' Compensation (.26%) | \$14 | \$17 |
| | | ICMA Qualified & Deferred Comp. (7%) | \$ 375 | \$352 |
| | | Sub-Total Benefits | \$799 | \$754 |
| Total Personnel Services | | | \$6148 | \$5785 |
| HM | 4105 | Automobile Mileage | UNF | UNF |
| HM | 4110 | Meals | UNF | UNF |
| HM | 4120 | Other, Tolls, Fees, memberships etc. | \$140* | UNF |
| HM | 4510 | Advertising | UNF | UNF |
| HM | 4630 | Equipment Repairs & Maintenance | \$557 | \$557 |
| HM | 4835 | Postage | \$10 | \$10 |
| HM | 4840 | Printing | \$200 | \$200 |
| HM | 4940 | Training | UNF | UNF |
| HM | 4650 | Gas | UNF | UNF |
| Total Contractual Services | | | \$907 | \$767 |
| *National Association of SARA Title III Program Officials (NASTTPO) memberships \$35 X 4 | | | | |
| Commodities (300004-58310) | | | | |
| HM | 5104 | Food, Groceries, etc. | UNF | UNF |
| HM | 5335 | Computer/Office Supplies | \$146 | \$146 |
| HM | 5345 | Copy Machine Supplies | \$50 | \$50 |
| Total Commodities | | | \$196 | \$196 |
| TOTAL EXPENDITURES | | | \$7251 | \$6870 |
| SERC Stipend- Current Knox LEPC Stipend for SFY-22 | | | \$7236 | \$6872 |
| Stipend Funding Gap/Deficit/or (Unobligated Bal) | | | \$15 | \$2 |
| HAZMAT Training Funding | | | | |
| SFY-22 FD HAZMAT Operations/Awareness Trng | | | \$6795 | \$6698 |

Ray noted that he had cut Candice's LEPC hours down to 4.5 hours per week (from 5 hours) in order to be able to stay within the LEPC budget.

- Matt Allen made a motion to approve work plan and budget. Eric Greiner seconded the motion. A vote was taken with all in favor.

After the Chair signs the workplan, a copy will be sent to the SERC.

Miscellaneous:

1. Vaccination Opportunity

Ray Sisk let everyone know about a vaccination clinic being held at the library in the Town of Washington on June 8th. It's specifically for the towns of Washington, Jefferson, and Liberty.

2. Next Meeting

The next regular LEPC meeting will be July 6, 2021 at 10:30 a.m. at the Knox County EMA Office. We will have the office open for folks to attend in person and we'll also have a Zoom set up for those who can't. County policy may change by then but currently if you're not fully vaccinated you'll need to wear a mask. The agenda will include a presentation by Matt Demers, Director of Contract Utility Services at the Maine Rural Water Association (MRWA) to review some legislative updates with the Committee.

Adjourn:

Meeting adjourned at 11:15 a.m.

Respectfully submitted,

Candice Richards
LEPC Secretary

Remaining 2021 Meeting dates: July 6, August 4, September 7, October 6, November 2, December 1